

Person resp	Prepared by	Reviewed by	Approved by
EMS 9/12/2006	EMS 8/22/2006	EMS 9/29/2009	DGC 9/29/2009

Revision no.

## Work Instruction Procedure

### WIP 4.4.61.2 Asphalt Preparation

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*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:** Walker, George

**Areas of application:** City of Williamsburg Department of Public Works and Utilities Shop Complex

**Date of issue:** 9/12/2006 **Effective until date:** 9/29/2010

**Warning!** The information in this document may be out of date and should be reviewed.

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### 1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for Asphalt Preparation and Application.

### 2.0 Scope

- 2.1 This WIP applies all Department of Public Works and Utilities Shop Complex personnel. The EMS Team evaluates the use of diesel fuel in the preparation and application of asphalt as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex

### 3.0 Responsibilities

- 3.1 The Superintendent of the Street Department or designated personnel will:
- 3.1.1 Ensure that proper training and adherence to this procedure is followed by all personnel involved.
  - 3.1.2 Periodically review this procedure to see if there is new or better technology for asphalt preparation and application.
  - 3.1.3 Advise the EMS team of new products or methods used that apply to this procedure by submitting Environmental Request Form.
  - 3.1.4 Ensure that adequate spill protection, containment and clean-up materials are available on job site in the event of a spill. If a spill occurs superintendent or supervisor will determine the need to file a Internal/External Environmental Communication Log.
  - 3.1.5 Ensure all applicable safety measures are followed, (i.e. signs, PPE's, etc.)
- 3.2 The EMS team will:
- 3.2.1 Review this procedure annually with superintendent.
  - 3.2.2 Review Environmental Request forms 4.3.23 submitted by superintendent to assist in the evaluation of new products or methods.

### 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

### 5.0 Process

- 5.1 Truck Bed Preparation:
- 5.1.1 Ensure truck bed is clean prior to leaving shop; rinse out, if necessary, at wash area located at the bottom of the hill in shop complex.
  - 5.1.2 Apply bed coating supplied by asphalt plant.
  - 5.1.3 Truck can now be loaded and tarped for transporting to job site.
- 5.2 Asphalt Application (tools):
- 5.2.1 Diesel fuel will be used for tool coating until better products can be utilized.
  - 5.2.2 Install catch tray in truck for spill containment.
  - 5.2.3 Dip and tack buckets shall be covered and secured within catch tray during transportation.
  - 5.2.4 Coated tools shall also be stored in catch tray during transportation.
  - 5.2.5 Dip bucket and catch tray will be positioned as close to the work area as possible. Keep dip bucket and catch tray in truck when possible. Dip bucket will remain in catch tray at all times.
  - 5.2.6 When tools are dipped in diesel bucket reasonable time should be taken to allow excess diesel to run off into bucket. Prevent excess diesel runoff from being introduced into the environment.
  - 5.2.7 In the event of spill use containment and clean-up material as provided. Personnel will report to supervisor or superintendent so spill report can be submitted to EMS Team for review.

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### 6.0 References/Related Documents

- 6.1 4.3.41 Environmental Management Programs M-2
- 6.2 4.3.31 Objectives and Targets OT-2
- 6.3 4.4.33 Communication Procedure
- 6.4 Tracking of Environmental Spills and Releases